

State Historical Records Advisory Board

Minutes

The State Historical Records Advisory Board (SHRAB) met on February 8, 2008 at 10 a.m. in the Activity Room at the Kentucky Department for Libraries and Archives (KDLA). Board members present were: Barbara Teague, Coordinator; Jim Cundy, Deputy Coordinator; Mark Myers, SHRAB Continuing Education Coordinator; Valerie Edgeworth, Archives Week Coordinator; Richard Belding, Citizen at Large; Mary Margaret Bell, Jefferson County Public Schools (JCPS); Gretchen Haney, Kentucky Historical Society (KHS); and Rebecca Ryder, University of Kentucky (UK). Also present was Connie Renfro, Public Records Division Secretary. Not present were: Dr. James Greene, Harlan Independent School District; Sue Lynn McDaniel, Western Kentucky University (WKU); Kent Whitworth, KHS; and Mary Winter, Citizen at Large.

The minutes of August 22, 2007 were reviewed and corrections were made on the misspelled words "Ancestry.com and Appalshop". Ryder made a motion to accept the minutes as corrected, seconded by Bell. Motion carried unanimously.

Teague welcomed Richard Belding, former SHRAB coordinator, as a new member to the Board. Belding was appointed by Wayne Onkst, chair of the State Archives and Records Commission (SARC). The SHRAB presented Belding with the official Thomas D. Clark Kentucky Archives Week Award, which was printed by King Library Press. The award had been presented to Belding earlier at the fall meeting of Kentucky Council on Archives (KCA), but this version from the King Library Press is the official copy.

Teague also welcomed Jim Cundy, Mark Myers, and Valerie Edgeworth in various roles for the SHRAB. Cundy will serve as deputy coordinator, coordinating any grant writing for the SHRAB and assisting in general administrative work of the board; Myers will coordinate continuing education workshops, working through the Society of American Archivists (SAA); and Edgeworth will chair the Archives Week Coordinating Committee and coordinate work with repositories. All three will work on the strategic plan.

Teague gave an update on the Council of State Archivists (CoSA). NHPRC awarded a grant to CoSA to do a local records project to try to assess the needs of local records throughout the

country. CoSA completed the report and made several major recommendations, which are listed on CoSA's website. Kentucky has had a local records program since 1984.

The SHRAB reviewed a document, which is available on CoSA's website "Preserving the American Historical Records (PAHR)," a bill to provide federal formula grants to every state for projects that preserve historical records and make them more accessible. CoSA, SAA, and the National Association of Government Archives and Records Administrators (NAGARA) are trying to find co-sponsors for this legislation in the House.

One of the former presidents of CoSA, David Carmichael, who was involved in helping with the recovery from Hurricanes Katrina and Rita, has published a book about rescuing family records and it is for sale on the CoSA website. Public libraries in Kentucky were notified of the availability of the book. The money received from the sale of this book will go to CoSA.

CoSA received 2.6 million dollars from the Federal Emergency Management Agency (FEMA) to work on intergovernmental preservation disaster recovery training. The Intergovernmental Preparedness for Essential Records (IPER) grant will start this summer. CoSA will hire a curriculum coordinator and a training coordinator to come up with a curriculum based on the National Archives Disaster Recovery and Disaster Preparedness and records management workshop that local and state governments in each state can use and adapt to their specific needs. CoSA will do most of the training through the web. It will involve people from each state archives, including people from technology, which from Kentucky is the Commonwealth Office of Technology (COT), and people from disaster preparedness in state government, which for Kentucky is the Homeland Security Department. This initiative grew out of the Katrina and Rita disasters in Mississippi and Alabama where records were not listed on FEMA's list of vital items to be recovered first, thus not initially allowing archivists on the disaster site.

Teague gave an update on the National Historical Publications and Records Commission (NHPRC) grants. Max Evans, director of NHPRC has retired and Kathleen Williams is acting director. Kentucky is one of ten states who received an administrative support grant for 2008. The grant money will be used for continuing education workshops and administrative support of the SHRAB and Archives Week Coordinating Committee. All of the 2006 administrative support grant money has been spent. The SHRAB requested an extension for the 2007 administrative support grant, which was for three workshops and administrative support cost of the SHRAB.

SHRAB did not host a workshop in Kentucky, but instead co-sponsored two workshops in St. Meinrad that paid a \$100 scholarship for each Kentucky attendee. There is still \$6,900 that needs to be spent by June 30, 2008. SHRAB will co-sponsor an SAA workshop scheduled for May at KHS, "Archival Exhibitions." Myers said the Association of Records Managers and Administrators (ARMA) Frankfort-Bluegrass Chapter and the Louisville Chapter are sponsoring a workshop prior to the Midwest Archives Conference (MAC) with Greg Hunter on electronic records and asked if SHRAB would consider paying \$100 towards registrations for each Kentucky attendee. Myers said that new KDLA staff might be interested in attending. Ryder asked if there were any workshops that were particularly conducive to large groups in an auditorium seating, lectures versus workshops with tables and chairs. Teague said that training is mainly interactive, but she will check with SAA. Myers will work with SAA about possibly hosting a two day workshop "MARC according to DACS" or "The Archivist Toolkit" in Kentucky, which will be free of charge for attendees. The final report for the 2007 administrative support grant is due September 30, 2008.

The NHPRC administrative support grants for SHRABS, \$10,000 for one year or \$20,000 for two years, are being replaced. NHPRC has consolidated the administrative support grants and the regrants into a SNAP grant. SHRAB can apply for a SNAP grant for up to 18 months. The application is due by March 3rd. The SNAP grant can be for up to \$20,000 for administrative support and up to \$50,000 for programming, regrants, continuing education workshops, Circuit Rider, etc. If SHRAB does not apply for the grant in March, there will be no money to cover SHRAB administrative costs for 2009. Chances are better for getting a grant if a state has a cash match as oppose to an in kind match. Kentucky will have to do an in kind match. SNAP grants will be awarded June 1, 2008. If awarded, the SNAP grant will overlap with SHRAB's 2008 NHPRC administrative support grant. Further discussion was held. The Board agreed that a Circuit Rider would be of a better use to determine real needs of repositories. Belding suggested doing an RFP and doing a contract for one year through the Friends of Kentucky Public Archives, Inc. and construct a proposal for the Circuit Rider support based on information on assessment to shed light on what the needs are, and ask the Circuit Rider to update, validate, expand, and identify the areas of real need. The Circuit Rider should go out and provide advice and help on the spot. Also the Circuit Rider should present a regular update at KCA meetings and the SHRAB meetings. The Circuit Rider should also make recommendations for disaster planning.

Teague said that as part of the administrative support for CoSA, CoSA is requesting an increase in membership dues from state archives. The Council of State Historical and Records Commission (COSHRC), was unincorporated, then it became CoSA and it is incorporated. The dues were on a sliding scale and each institution paid what it could afford. CoSA wanted each state to pay \$5,000. In past years, Kentucky paid \$1,000 one year, another year it paid \$2,000, and last year it paid \$1,200. This year CoSA has asked each state to pay \$2,500. CoSA has worked out an arrangement with NHPRC where each state can apply the CoSA membership dues into the SNAP grant. One of the benefits of the membership dues is that CoSA will pay for one of the SHRAB's member travel expenses to the CoSA meeting, which includes transportation and three days of room and board. This year the CoSA meeting is in conjunction with NAGARA's annual meeting in Atlanta, Georgia. Next year, CoSA's meeting will be in conjunction with the SAA annual meeting in Austin, Texas. CoSA had a grant from NHPRC for administrative expenses, that paid the travel for the state archivist or a substitute to the annual CoSA meeting, but that grant is over.

NHPRC tends to award funds to active boards and Teague said that Kentucky is an active board. Some of the other states don't even have board meetings or a strategic plan. SHRAB is considering using the Friends of Kentucky Public Archives, Inc. as stewards of the SNAP grant money, if awarded, because of Kentucky's state government hiring restrictions. Teague said that SHRAB needed to make a decision in the next few days as to whether it wanted to apply for the full \$50,000 for an advisor or consultant to travel and help repositories with problems they may have or whether SHRAB should apply for a smaller amount for help specifically smaller non-government repositories, such as local public libraries, historical societies, museums, etc., to receive \$1,000 grants to purchase shelving, etc. Kentucky has the Local Records Program, which awards grants to local governments so the SHRAB does not want to apply for money for local government records, as so many of the SHRABs have to do.

Teague said the SHRAB documentary is ready. The SHRAB will view the documentary, which includes both the longer and shorter version, during lunch. The Friends of Kentucky Public Archives, Inc. paid for the music and credits, because SHRAB has exhausted all its funds for the video. Haney suggested that SHRAB make sure that it has the credit rights and the BETA master, so that copies can be made as needed.

Edgeworth gave an update on the Archives Week Coordinating Committee. It plans to meet sometime in March. The Archives Week Coordinating Committee is seeking representatives from other repositories other than from KDLA. KCA members have been asked for volunteers. The theme for the 2008 Archives Week is "The 50th Anniversary of the Public Records Law."

The updated strategic plan was discussed. The SHRAB agreed to send in suggestions for actors and a timeline for each action step to Teague by February 22nd.

Teague will send a schedule for the quarterly meeting dates for the remainder of the year to SHRAB members.

Teague said that she is still looking into getting new SHRAB members. Teague announced that as of today, a new State Archivist has still not been appointed.

Ryder mentioned IMLS, and said it would conduct a survey, but will not duplicate the surveys that have already been done.

There being no further business to discuss, the meeting was adjourned.